

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

ADMEDED SELECTION PLACEMENT FACTOR/VACANCIES

ANNOUNCEMENT NO: CFSA-06-P012 POSITION: Social Worker (Trainer),
DS-185-9/11/12

OPENING DATE: 10-06-05 CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: 10-13-05

SALARY RANGE: DS-185-09 \$45,721 - \$57,079 PA
DS-185-11 \$52,078 - \$65,803 PA
DS-185-12 \$58,773 - \$75,180 PA

WORK SITE: WASHINGTON, D.C. TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: DS-12 AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: TWO (2)

AGENCY: Child and Family Services Agency (CFSA), OPDDPO

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years
☐ Temporary (Up to 1 year, Not-to-Exceed)

☒ This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☐ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent participates in conducting training and clinical assessments of prospective foster parents to determine their strengths/needs and ability to provide foster care. Assists in interviewing and observing interactions, both verbal and non-verbal, between immediate and extended family members and significant others. Reviews information from collateral sources such as references, schools, medical reports, courts, police, employers and other social services agencies. Prepares a written home study, clinical assessment and recommendations regarding the appropriateness of prospective parents to provide foster care. Maintains statistical data, which reflects an accurate account of the number of clients served and the number and types of activities performed. Maintains up to date case files for documentation of case activity. Submits and recommends home studies for approval and/or licensure of foster and/or adoptive homes. Conducts orientation and pre-service training for prospective foster parents. Completes home studies, including home visits, obtaining child protection registry and police clearances and performing other tasks required by agency policies, procedures and Federal/District legislation. Participates in supervisory conferences, individually and with Social Workers for the purpose of case planning, sharing information on resources, joint and decision-making. Participates in educational and training activities, professional meetings, conferences, and seminars to keep abreast of the latest changes in the field of social work.

QUALIFICATION REQUIREMENTS:

These positions require the following:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- DS-09 requires a D.C. Graduate Social Worker License.
- DS-11 requires a D. C. Graduate or Independent Social Worker License.
- DS-12 requires a D. C. Independent Clinical Social Worker License

SELECTIVE PLACEMENT FACTORS:

- **Comprehensive knowledge of the standardized training curriculums offered to foster parents, including, but not limited to Model Approach to Partnership in Parenting (MAPP). MAPP training is required.**
- **Bilingual candidate preferred**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of human behavior dynamics, child development and group dynamics as well as other social work principles, concepts, techniques and methods;
2. Demonstrated awareness of the potential impact of personal values on children, families and child rearing practices;
3. Ability to clinically assess individuals to determine their viability as CFSA foster parents;
4. Ability to work independently to train and clinically assess prospective foster parents; and
5. Ability to communicate effectively in written and oral presentations; ability to speak in large public forums.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of Human Resources Administration 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>EMAIL TO:</u>	cfsajobs@dc.gov	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF HUMAN RESOURCES ADMINISTRATION
